

CALIFORNIA LIBRARY ASSOCIATION

717 20th STREET,SUITE 200, SACRAMENTO, CALIFORNIA 95811 (916) 447-8541

CLAIM for EXPENSE

Library _____ Date _____

Mailing Address _____

City _____ State _____ Zip _____

Request made by _____

Day Phone () E-Mail

LSTA Funded Activity Transforming Life After 50: Community Needs Assessment

NOTE: All checks will be made payable to the library. Please submit all claims for reimbursement with this form. Refer to LSTA restrictions on the other side of this form and do not submit for items that cannot be covered by federal funds. Please attach all receipts. All expenditures MUST be made before June 30, 2007. Maximum reimbursement is \$1000 each library system.

Date	Description	Amount
		\$

Signature _____

FOR OFFICE USE ONLY:

Account Code:

RESTRICTIONS ON THE USE OF LSTA GRANT FUNDS

The following explanations are extracted from Federal regulations that prescribe the allowable and unallowable expenses that may be incurred by grant award recipients which use Federal funds under LSTA. This list is intended for the advice and guidance of grant recipients under the Library Services and Technology Act (LSTA). In cases of ambiguity, uncertainties, or questions in identifying cost items or determining their allowability under Federal procedures, please contact Christopher Berger, LSTA Coordinator, at (916) 653-8313.

ADVERTISING AND PUBLIC RELATIONS

Advertising costs are allowable only when incurred for the recruitment of personnel, the procurement of goods and services, the disposal of surplus materials, and other specific purposes necessary to meet the requirements of the Federal award. Public relations costs are allowable when incurred to communicate with the public and press pertaining to specific activities or accomplishments that result from performance of the Federal award. Costs of advertising and public relations at conventions, meetings or other events, including displays, demonstrations, exhibits, meeting rooms, hospitality suites, and special facilities used in conjunction with shows and special events; and salaries of employees engaged in setting up and displaying exhibits, making demonstrations, and providing briefings are unallowable.

ALCOHOLIC BEVERAGES

Costs of alcoholic beverages are unallowable.

CONTRIBUTIONS, DONATIONS, HONORARIUMS, STIPENDS

Contributions and donations, including cash, property, and services, that use grant funds and are made by grant recipients to others, regardless of the recipient, are unallowable. (NOTE: Honorariums and stipends are also unallowable. Wages, salaries, reimbursements, payment for work done, and fees charged by speakers are allowable)

ENTERTAINMENT

Costs of entertainment, including amusement, diversion, and social activities, and any costs directly associated with those, such as tickets to shows or sports events, meals, lodging, rentals, transportation, and gratuities are unallowable.

FUND-RAISING

Costs of organized fund-raising, including financial campaigns, solicitation of gifts and bequests, and similar expenses incurred to raise capital or to obtain contributions, are unallowable.

GENERAL GOVERNMENT EXPENSES

The general costs of government, including services normally provided to the general public, such as fire and police, are unallowable.

INCOME FROM PROJECT

Project income, e.g., fees charged for the use of library space in the context of a grant project, or to recover out of pocket project-

related costs, or to create products such as manuals, or for other expenditures directly related to and used for the purposes of the grant and accrued under the conditions of the grant award, are allowable.

LOBBYING

The cost of certain influencing activities associated with obtaining grants, contracts, cooperative agreements or loans, is unallowable. Costs of membership in organizations substantially engaged in lobbying are unallowable.

MEMBERSHIPS, SUBSCRIPTIONS, AND PROFESSIONAL ACTIVITIES

Costs of the grant recipient's memberships in business, technical, and professional organizations are allowable. (NOTE: The State Library's policy is that use of LSTA funds for personal memberships in organizations is not permitted.) Subscriptions to business, professional, and technical periodicals are allowable. Costs of meetings and conferences, including meals, transportation, rental of meeting facilities, and other incidental costs, where the primary purpose is the dissemination of technical information, are allowable.

PREMIUMS, PRIZES, INCENTIVES, AND SOUVENIRS

Costs of promotional items and memorabilia, including models, gifts, and souvenirs, are unallowable.

REFRESHMENTS

See ENTERTAINMENT (unallowable), and MEMBERSHIPS, SUBSCRIPTIONS, AND PROFESSIONAL ACTIVITIES (allowable).

TRAINING

The cost of training provided for employee development is allowable.

TRAVEL EXPENSE

Travel costs are allowable for expenses for transportation, lodging, subsistence, and related items incurred by employees traveling on official business. Charges should be consistent with those normally allowed in like circumstances of the grant recipient organization in its regular operations and policy, in non-federally sponsored activities. An exception to this is that car mileage reimbursement for all awarded LSTA grants cannot exceed the State rate (44.5 cents per mile as of Oct. 12, 2006, but effective Jan. 1, 2007 this rate will increase to 48.5 cents per mile) Reimbursement is the preferred method of payment for travel expenses. (NOTE: The State Library's policy on out-of-state travel and conferences is that they are generally not allowed. There are exceptions, however, based on the importance of the travel and/or conference to the grant. If your grant will include out-of-state travel or attendance at an out-of-state conference, consult with your primary consultant beforehand to obtain State Library approval before scheduling the trip or registering for the conference.)

Source: <http://www.library.ca.gov/grants/lsta/docs/Restrict.pdf>